

## PREAPPLICATION CONFERENCE

Prior to submitting a formal application, a preapplication conference may be required between the applicant, and/or their representative, and the Federal Way Community Development Review Committee. The committee is composed of representatives from the City's Planning and Building Divisions, Public Works Department, South King Fire and Rescue, and Lakehaven Utility District.

Preapplication conferences aid the applicant in preparing a complete project proposal, inform them of the procedures and requirements of the City code, and identify policies or regulations that apply to the proposal. Issues such as applicable site design requirements, necessary permits, design options, and answers to related questions are discussed at the conference. Preapplication conferences are scheduled within approximately three weeks from receiving the required information discussed below. Approximately one week after the conference, written comments will be sent to the applicant and/or agent.

Please be advised that committee comments are based on submitted information. The more information submitted, the more detailed the response. Specific questions should be accompanied with as much information as is available. However, it is not expected that submitted plans will provide the level of detail equal to a formal application.

### RESPOND TO ALL INFORMATION

**RETURN A COMPLETED COPY OF THIS CHECKLIST WITH YOUR PREAPPLICATION MATERIAL**

- ☐ Completed Master Land Use Application.
- ☐ Applicable fees; contact the Permit Center at [permitcenter@cityoffederalway.com](mailto:permitcenter@cityoffederalway.com), or 253-835-2607.
- ☐ **Seven** (folded) copies of conceptual site plan drawn to scale. The plan does not have to be prepared by an architect or engineer, but must be legible, dimensioned, and representative of existing and proposed conditions. Maximum plan sheet size shall be 24 x 36 inches. For a thorough review by staff, the plans should depict as much of the following information as possible:

#### SITE PLAN:

- North arrow with scale.
- Total gross floor area of all proposed floors or levels.
- Site area.
- Location of Environmentally Critical Areas.
- Type of Construction and proposed Occupancy Type per the *International Building Code*.
- Existing and proposed property lines, sidewalks, existing right-of-way improvements, and street edges with existing and/or proposed easements.
- Dimensions of existing/proposed structures, parking and drive aisle layout, property lines and right-of-way, including location of barrier free stalls.
- Existing and/or proposed access points, including driveways within 150 feet of the site
- (both sides of the street) measured from center lines of driveway (250 feet when development abuts Pacific Highway South and Dash Point Road).
- Total existing and proposed parking stall count.
- Approximate location of proposed storm drainage facilities.
- Width of existing and proposed perimeter buffering.
- Existing and proposed landscaping. Landscaping and trees may be shown in masses on the plan rather than indicating individual tree and shrub species. Refer to Chapter 19.125, *Federal Way Revised Code* (FWRC), Article I, "Landscaping," for further information.
- Show proposed internal roadway design.

#### OTHER INFORMATION (seven copies of each):

- Vicinity map.
- Front, rear, and side building elevations indicating height.
- Provide a statement of architectural design intent, including finish materials and colors. Refer to Chapter 19.115 FWRC,
- "Community Design Guidelines," for further information.
- Statement of existing and proposed use for all structures located on the site.
- Floor plan.

Projects will have "vested" rights for development to current codes and ordinances only upon having submitted a complete building permit or subdivision application, or following land use approval.

**Project Name:** \_\_\_\_\_ **File #** \_\_\_\_\_

**Applicant or Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Intake Staff Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_